



May 01, 2013 Meeting Minutes

*Adrianne Browning**

*Jason Abston**

*Denise Creek**

*Jessica Dunnegan**

*Deirdre Green**

*James Kennedy**

*Betty Keown**

*Keith Lancaster**

Sophie McAdams

*Heather Nicklies**

Casey Scruggs

*William Sleeper**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

**--attended meeting*

The Staff Council meeting opened with discussion about the Full-Time Staff Teaching Load Policy. It was discussed that there has always been an unwritten policy that full-time staff are only allowed to teach one 3 or 4 credit hour class per semester. With no formal policy being in place, the Council of Academic Deans decided to create an official policy to address any issues that may arise. The following policy was recommend to begin May 15th however it has not been officially approved: *A full-time employee may teach a maximum of 1- 3 or 4 credit hour class OR 2-1 or 2 credit hour class, the employee must receive prior approval from their immediate supervisor.* Staff Council agrees and supports the need for a written formal policy. After our discussion about wording and max load hours, the Staff Council plans to send a recommendation to Dr. Miller regarding the proposed policy. Once additional information is received or if a policy is formally approved, we will share the additional findings with all Staff members.

Webmaster Casey Scruggs shared several changes on the Staff Council webpage. Casey has uploaded all of the minutes which he was able to obtain from the previous years since 1992. It was also discussed that under the Staff Council individual pictures, information about members' departments and locations would be added. Updates were also made to yearly Staff Council accomplishments. The Council appreciates the hard work our webmasters, Casey and Eric put into our homepage. For more information visit the Staff Council web page at <http://www.wku.edu/staffcouncil/>. It offers a wide variety of information. Click Contact Us to access an anonymous e-mail form where you can voice your concerns, questions, suggestions, and any ideas you would like Staff Council to address.

Final changes on the revised Constitution and By-laws were discussed. All suggested changes and rewording will be typed up, voted on, and sent to HR for final review. Once given the approval, the revised Constitution and By-laws will be updated on our website.

Next on the agenda was discussion about part-time benefits, it was determined based on current data, the pending University Budget, and financial cuts, it would not be feasible to further discuss or pursue additional benefits for part-time employees. However it was brought to our attention that beginning January 2014 all part-time employees with 30 or more hours will be required to purchase insurance per the Obama Care. At this time the issue of paid time off and other part-time benefits will be tabled.

The final findings of the report of DFM Employee Satisfaction were presented to the Council. This information will be submitted for review, once approved, the

report will be published on our webpage. The Council as a whole has worked very hard to gather and collect data regarding issues within the Division of Facilities Management. We appreciate the cooperation with all departments and staff members involved so we could pursue this issue further.

Several anonymous e-mails were received from staff members with concerns on specific policies related to their departments. While the Council encourages all staff members to e-mail and speak up with any problems, concerns, or suggestions, the Staff Council cannot change or go against policies that are in place at the University. All e-mail concerns that constitute policies and procedures should be directed to your immediate supervisor or HR representative. Staff Council is here to listen and to help when needed. We appreciate all feedback and encourage others to speak up.

An anonymous e-mail was received about the University Smoking policy. There were concerns on how it was being enforced. Although there are several signs and smoking areas all around campus there is not a specific group that is responsible for enforcement. The smoking policy should be enforced by the entire community. It is a self-enforced smoking policy.

For those of you who are unaware, the Council has a list of Community Discounts on our web page at <http://www.wku.edu/staffcouncil/discounts.php>. You can find some great deals here for WKU employees. If you know of other discounts offered around town, please send us an e-mail and we will get the information on our page.

The next meeting June 5, 2013 will be a meeting and retreat. It will be held at the new Augenstein Alumni Center in the board room. Our guest speaker will be Dr. Richard Miller, Vice Provost/Chief Diversity Officer, Mrs. Andrea Garr-Barnes and Dr. Monica Burke. The council looks forward to touring the new facility and hearing from our guest speakers.

Meeting adjourned at 11:00 a.m.

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